



UNIVERSITY OF NOTRE DAME

*Department of Political Science*  
*Graduate Studies Manual*  
*2009-2010*

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## **Part I. Introduction**

This manual describes the policies of the Department of Political Science's graduate program. Part II describes the requirements for the Ph.D. and master's degrees. Part III outlines departmental policies relating to the graduate program.

In addition to departmental policies, all graduate students in Political Science must adhere to the rules of the Notre Dame Graduate School, reported in the "Academic Regulations" section of the Graduate School [Bulletin of Information](#). Students are strongly encouraged to familiarize themselves with the Graduate School and Departmental rules.

Questions about interpretations of and petitions for exceptions to departmental rules and requirements should be directed to the Director of Graduate Studies.

### **I. Director of Graduate Studies**

The Director of Graduate Studies (DGS) is a regular T&R faculty member appointed by the Chair of the Department to a three-year term. The DGS is charged with supervising the graduate program. Duties include: chairing the Graduate Policy and Graduate Admissions Committees, advising graduate students, curricular revision and development, liaison with field chairs about graduate course offerings and comprehensive examinations, coordination of graduate fellowships and teaching assistantships with faculty, and working closely with our Director of Placement to ensure that we have a truly excellent graduate program from matriculation through graduation and professional placement.

### **II. Placement Director**

The Placement Director is a regular T&R faculty member appointed by the Chair of the Department for a one-year term. The Placement Director works with students on the academic job market to prepare their dossier, plan practice job talks, and otherwise maximize their potential for success. The Placement Director also offers a regular course entitled "The Academic Career" that helps prepare students for the academic job market.

### **III. Graduate Policy Committee**

The Chair, in consultation with the Graduate Director, will appoint members of the Graduate Committee. Three members will be appointed to a term of one year. In appointing members, considerations will be given to a balance of field, rank, gender, and departmental responsibilities. One representative from among the graduate students, chosen by PoGO, will also sit on the committee in an advisory capacity. The Graduate Director chairs the Committee, organizes its activities, and retains a vote in its deliberations. The Committee's responsibility is to act as an advisory board to the Graduate Director and Departmental Chair. Areas of consideration include: revision of graduate procedures and manual, hearings of graduate student complaints, and requests for late admission. The Committee is charged with awarding departmental summer funding grants, and may be asked to advise on the ranking of nominees

for departmental awards, e.g., TA award, outstanding MA thesis, Brookings fellowships, University Teaching Fellowships.

#### IV. Graduate Admissions Committee

The Departmental Chair, in consultation with the Graduate Director, will appoint the members of the Graduate Admissions Committee. Four members will be appointed to a term of one year. In appointing members, consideration will be given to a balance of field, rank, gender, and departmental responsibilities. The Graduate Director chairs the Committee, organizes its activities, and retains a vote in its deliberations. The Committee is charged with making recommendations concerning the admission and funding of incoming graduate students.

## Part II. Degree Requirements

### I. Ph.D. Requirements

The Department of Political Science graduate program is primarily a Ph.D. program. All requirements must be satisfied within eight years of initial enrollment. Petitions for exceptions to these requirements must be made to the DGS in writing.

1. **A total of 60 credit hours.** This includes the 48 hours of substantive coursework listed below. Other credits may be non-substantive, including examination preparation and thesis and dissertation research. For policies on credit transfer from other universities, see the Graduate School's [Bulletin of Information](#). All students must be continuously enrolled and registered when they are not on an approved leave, as well as enrolled and registered for at least one credit hour for the semester in which they will be graduating (Fall for January graduation, Spring for May graduation, and Summer session for August graduation).
2. At least **48 hours of substantive courses.** This includes all regular courses plus directed reading courses taken for a letter grade; it excludes exam preparation, teaching seminars, thesis preparation, dissertation research and writing, non-resident dissertation research, and directed reading courses taken on a satisfactory/unsatisfactory basis. With the permission of the DGS, students may take up to 9 hours of 5XXXX level courses for substantive graduate credit.
- 3, The 48 substantive hours must include at least **four courses each in two of the Department's four major fields.**
4. The 48 substantive hours also must include at least **three courses in an additional area of specialization.** Students choose their area of specialization in consultation with their advisor or the relevant field chair, and with the agreement of the DGS.

Students may use a particular course to fulfill whichever requirement they choose but they may not double count courses. The exception is the two discretionary methods courses, which also may count toward the student's area of specialization (see below). If the Graduate School recognizes courses from graduate training prior to Notre Dame, these credits can be used toward meeting the course requirements for our program.

5. The 48 substantive hours also must include **five methodology courses** (cohort 2009 and later; earlier cohorts refer to earlier manuals). All students are required to take the **proseminar, mathematics for political scientists, and the introductory quantitative methods (statistics) course**. These courses should be taken during the student's first year. Students then select two additional methodology courses, preferably within the next two years, although students may fulfill the methods requirements later (but before dissertation defense) when appropriate. These two additional courses may include additional quantitative methodology courses, courses related to game theory, qualitative methodology, legal research, and other research tools (e.g., survey methodology), and the philosophy of science, and may be taken in the department or (with the approval of the DGS) in other departments. Students may use language training (beyond the reading knowledge requirement, see below) to satisfy *one* of the additional methodology course requirements. Students may count their two discretionary methods courses toward their 3 course area of specialization (an exception to the above double-counting prohibition).

Students whose first field is political theory shall be exempt from all of the methodology course requirements except for the proseminar.

6. **Comprehensive exams in two of the Department's four main fields.** Written comprehensive exams, or comps, are given in American Politics, Comparative Politics, International Relations, and Political Theory. Each field sets the format and details of its respective comps. Field-specific comprehensive exam descriptions are available on the Graduate Program website: [American](#), [Comparative](#), [International Relations](#), [Theory](#).

Students who receive fewer than 12 transfer credits are required to take a first comprehensive exam no later than May of the second year. They must take a second exam no later than January of the third year. Students who are able to do so are encouraged to take the second comp one semester earlier than stated above.

Students who enter the program with an M.A. in political science and receive 12-24 transfer credits must take a first exam no later than January of the second year. They must take a second exam no later than September of the third year. Students who are able to do so are encouraged to take the second comp one semester earlier than stated above.

Written comprehensives are offered in late January, late May, and early September. About a month before the exam, the program administrative assistant sends out an e-mail requesting information about students who wish to take the upcoming comp. Students who wish to take the comp must reply in writing to the administrative assistant with the requested information in a timely manner or a comp exam will not be prepared for them.

In addition, students planning to take a comp are advised to contact the field chair at least one semester before the comp date.

The field chair sends written notification to the student of the field committee's assessment, normally within three weeks of the examination. A Report on Comprehensive Examination for the Master's Degree form, available through the Graduate Studies administrative assistant, must also be signed by the field chair and forwarded to the Graduate School, if the student wishes to apply the examination towards a Master's degree.

For students seeking the Ph.D. degree, the second comprehensive exam is a departmental requirement only. Forms to be filed on completion of this exam are available through the Graduate Studies administrative assistant and are for departmental use only.

In most cases, students either pass or fail the exam. However, when the members of the field grading an exam feel that the answers were borderline or very uneven, they may, at their collective discretion, offer a student the opportunity, in lieu of failure, to write an essay before the next exam on a question of the field's choice. The student may decline this option. The American field does not offer the essay option (see the field comprehensive exam description).

After failing an exam, the student may retake the exam once at the next scheduled date.

7. **Post-first field comp review.** Fields complete a review of their students following their first field comp (i.e., in the same semester). The object of this review is to determine if students may continue toward Ph.D. candidacy, or whether they will be moved to a terminal M.A. path. This review focuses on the student's entire record.
8. **Reading knowledge of a foreign language.** This is demonstrated by passing a foreign language exam or by passing one of the summer language courses taught at Notre Dame. Students wishing to pursue significant quantitative training can, with the permission of the primary advisor and the Director of Graduate Studies, substitute two or more quantitative methods courses (beyond the introductory one) for the language exam. A student's field committee may require that she/he demonstrate competence in a second foreign language if the committee deems knowledge of that language necessary to the student's research. Waiver of the foreign language exam requirement is automatic for ESL (English as a Second Language) students. The language requirement must be completed before the student is permitted to take the oral examination (known as the proposal defense in Political Science; see below).
9. **Journal Submissions.** (for students beginning Fall 2006 or later; students in earlier cohorts should consult earlier manuals with regards to the M.A. paper requirement): Students are required to prepare two papers suitable for publication in scholarly journals. One must be completed prior to the defense of their thesis proposal (and thus by the end of the seventh semester), and the other prior to the defense of the dissertation itself. Of the two papers, at least one must be single-authored. Each paper must be approved by a member of the T&R

faculty who will confirm that the paper meets the criteria of suitability for submission to a peer-reviewed journal, and students are required to submit the articles to journals. This requirement is fulfilled only when students provide a [report](#) on their submission, with faculty approval, to the administrative assistant in the graduate program office.

10. **An oral examination.** In the Political Science department, this examination is based on the dissertation proposal and is ordinarily called the **proposal defense**. Students must take their oral examination and have their proposal approved no later than their seventh semester. Specifically, students without a MA or 12-24 transfer credits must defend their dissertation proposal by December of year 4, and students with MA or 12-24 transfer credits by September of year 4. This is one semester earlier than the Graduate School's deadline. The proposal should define the problem to be researched and include a review of the relevant literature. The oral exam will focus on the proposal submitted by the student, but it will extend to literature in the field perceived by the faculty to be relevant to the problem. Oral exams have an examining committee of four faculty members, who should in most cases be the members of the dissertation committee. One member may be from outside the Department. If a member is from outside the University, a curriculum vita must be obtained and permission sought from the Director of Graduate Studies. Once there is general agreement that the proposal is ready to be defended, students should establish an examination date in consultation with the faculty members. The Graduate School requires that it be notified at least two weeks (10 working days) in advance of oral examinations. The proposal should be no more than 15 double spaced pages.

A faculty member appointed by the Graduate School from a department other than the candidate's chairs the examination board. This chair represents the Graduate School and does not vote. The Graduate School requires that at least two committee members be physically present at the examination.

The student begins the exam with a brief (10 minute) statement regarding her/his proposal. Each of the four faculty members then has a ten minute period for questioning the student, followed by a second round in which each faculty member has a five minute period. After completion of the exam, the chair calls for a discussion followed by a vote of the examiners. In order to pass the oral exam, the student needs a passing grade from three of the four examiners. A passing grade in the oral examination indicates that the faculty believes the student is prepared for and capable of doing satisfactory Ph.D. work. It does not necessarily mean that the committee members believe the proposal is completely satisfactory. A committee may pass the student but require further revision of the proposal. The committee will signal its final acceptance of the proposal by signing the cover sheet.

The committee outside chair sends a written report of the overall quality of the oral examination and the results of the voting immediately to the Graduate School. These results are officially confirmed by the Graduate School in writing to the student and the Director of Graduate Studies.

**11. The dissertation and its successful defense.** Students ask a faculty member to serve as their dissertation advisor. When an agreement to advise a dissertation is reached, the faculty member must sign an [Advising Agreement](#) which is then submitted to the graduate program administrative assistant. The student and her/his director select the other three members of the committee (these other members are referred to as “readers.”) One member of the committee may be from outside the Department or University. To invite someone from outside the department of university, the student’s advisor must make a recommendation to the DGS, explaining the reason the person was chosen. If the outside person is not a member of the Notre Dame community, his or her vitae must accompany the advisor’s recommendation to the DGS. A former faculty member may remain in the position of sole advisor as long as the DGS consents to this arrangement. All readers must sign a Reader's Report acceptance form and return it to the Graduate School at least two weeks in advance of the dissertation defense. The dissertation defense follows the same format as the oral examination. Students should be aware that dissertations and Master’s theses are available to the public.

Students who have not successfully defended a dissertation within eight years may request an extension of eligibility for the Ph.D. and pay their own tuition. The Graduate School sometimes but not always grants a one-time extension for a maximum of two years.

**Requirement Deadlines in the Ph.D. Program** (Students entering in fall semester)

	<b>Students without M.A. or 0-11 transfer credits</b>	<b>Students with M.A. or 12-24 credits</b>
First written comp	May Year 2	Jan. Year 2
Second written comp	Jan. Year 3	Sept. Year 3
First journal submission	Dec. Year 4 (before proposal)	Sept. Year 4 (before proposal)
Oral exam and proposal	Dec. Year 4	Sept. Year 4
Second journal submission	Before dissertation defense	Before dissertation defense
Dissertation and defense	Within eight years of eligibility	Within eight years of eligibility

**Note:** Students are encouraged to complete requirements before the above deadlines. In

particular, students entering the program with substantial previous graduate work, Presidential Fellows, and other students with substantial summer funding throughout their Notre Dame career should complete oral exams and be admitted to candidacy by the end of year 3 or early in year 4.

## II. Non-Research M.A. Degree Requirements

We seek to award the M.A. degree to deserving students whose final degree objective at Notre Dame is the Ph.D. and who have not previously received an M.A. degree. We encourage virtually all students to pursue the more straightforward non-research M.A. option, rather than the research M.A. There are three requirements for the non-research M.A. degree.

1. At least **30 credit hours** with a minimum 3.0 GPA. Credit is not allowed for 3XXXX or 4XXXX level courses, but a student can take up to 9 credit hours at the 5XXXX level. A student may count no more than 9 credit hours of course work from another Notre Dame M.A. program or law degree toward an M.A. in the Political Science Department.
2. At least **12 credit hours in one of the Department's four major fields**, and at least **9 credit hours in a second major field** within the Department.
3. A **comprehensive exam** in one of the Department's four main fields. See the description of the comprehensive exams above.

Application for Admission to Master's Degree Candidacy must be filed with the Graduate Studies administrative assistant and is forwarded to the Graduate School. Eligibility for the M.A. degree expires 5 years after admission.

## III. Research M.A. Degree Requirements

In order to obtain a Research M.A., students must complete the requirements for the Non-Research M.A. and write an **M.A. thesis**. An M.A. thesis must meet [Graduate School requirements](#) and must be recorded with the Graduate School.

Application for Admission to Master's Degree Candidacy must be filed with the Graduate Studies administrative assistant and forwarded to the Graduate School. Eligibility for the M.A. degree expires 5 years after admission.

**Changing from the M.A. to the Ph.D. Program:** Students who were initially admitted for a terminal M.A., which is rare, must reapply for the Ph.D. program if they seek a Ph.D. The new application should include a transcript, new letters of recommendation from Notre Dame faculty, and a new statement of purpose. Students who have not previously taken the GRE or the TOEFL must take these examinations. The application should be given directly to the

Graduate Studies Administrative Assistant by January 10 rather than sent to the Graduate School. There is no application fee.

#### **IV. Joint Notre Dame Degrees**

Students who are obtaining joint degrees may count no more than 9 credit hours of course work from another Notre Dame graduate program or law degree toward a degree in the Political Science Department. Admission for a joint degree requires advance consent of the DGS.

### **Part III. Graduate Program Policies**

#### **I. Good Academic Standing**

The Graduate School sets the minimum standards for good academic standing, including a minimum cumulative GPA of 3.0 (see the [Bulletin of Information](#)). Additionally, the Department considers students to be in good academic standing if they are making good progress toward the degree as reflected in part by fulfillment of degree requirements according to departmental deadlines (see below for a summary).

A student must be in good academic standing to be eligible for new or continued financial support. At the end of each year, the DGS gathers information from a variety of sources regarding each student's progress and promise. The DGS, in consultation with the GPC, makes recommendations for new, continued, and withdrawn funding for each student to the departmental faculty as a whole. Funding decisions are approved by a vote of the department faculty.

The department also takes into account potential for successful completion of the degree at each stage; making good progress and meeting deadlines are part of that evaluation, but only part. A student may have the minimum cumulative GPA and have met the required deadlines and still be judged as not making satisfactory progress. The department does not guarantee funding, even to students with good academic standing, beyond the fifth year. In some cases, additional funding is available past the fifth year, but this cannot be guaranteed.

Departmental standards for good academic standing, by program year, include the following. Students who enter with a master's degree or substantial transfer credits are expected to make speedier progress. These are the expectations for a typical case; different circumstances and opportunities may affect the exact expectations for any particular student in any particular year.

### End of First Year

- Successful completion of 24 substantive credits (8 courses or equivalent), including the proseminar, math course, and introductory statistics course

### End of Second Year

- Successful completion of additional 18 credits (6 courses or equivalent; 42 cumulative credits)
- Pass first written comp (by May of 2<sup>nd</sup> year; January of 2<sup>nd</sup> year if 12-24 transfer credits)
- Passage of post-first field comp review (if the first field comp is taken first)
- Competent and responsible performance of TA or other duties if required
- Attendance at Kaneb Center TA training workshop if TAing
- Attendance at (at least) two PoGo teaching workshops if TAing

### End of Third Year

- Continued progress toward completion of additional 18 credits (60 cumulative credits), not all of which are expected to be substantive (the degree requirement is 60 credit hours total, of which 48 must be substantive). It is permissible that some course requirements and credit hours will be earned past the third year, and that in the later years, many of the credits will be non-substantive dissertation research credits.
- Completion of second written comp (by January of 3<sup>rd</sup> year; September of 3<sup>rd</sup> year if 12-24 transfer credits)
- Passage of post-first field comprehensive review (if the first field comp is taken second)
- Competent and responsible performance of TA or other duties if required

### End of Fourth Year

- Successful defense of dissertation proposal (December of 4<sup>th</sup> year; September of 4<sup>th</sup> year if 12-24 transfer credits)
- Before dissertation proposal defense, must:
  - Show evidence of reading knowledge of a second language (ESL students exempted)
  - Submit one paper to an academic journal (with faculty approval)
- Competent and responsible performance of TA or other duties if required

### End of Fifth Year

- Clear progress on dissertation research
- Before dissertation defense, must:
  - Submit second paper to an academic journal (with faculty approval)

## II. Course Registration and Full-time Status

Students are expected to complete **12 substantive credit hours per semester** in the first year, **9 credit hours per semester** in the second year while serving as a Teaching Assistant, and **to**

**finish all 48 substantive credit hours by the end of the fifth semester** unless approval to take one semester longer has been obtained from the Director of Graduate Studies.

Students who have completed fewer than 48 credit hours must register for at least **nine credit hours per semester to qualify for full-time status, which is required to receive any funding.**

Students who are registering only for Research and Dissertation or non-resident Research and Dissertation should register for one credit hour, assuming they are approaching the 60 credit hours required for the Ph.D., to be considered full-time students.

### III. Financial Support

The Department seeks to offer financial aid—usually a fellowship and tuition but at least tuition—to all funding-eligible students in the Ph.D. program who make satisfactory progress. All students making good progress should generally be funded during their first five years of graduate studies. In recent years we have been able to fund students through the first semester of the sixth year. Nevertheless, we are unable to make a firm promise beyond the fifth year. Depending on availability, we are sometimes able to offer tuition support to our few terminal M.A. students, but stipend support is not provided to any terminal M.A. student.

#### A. Forms of financial assistance

The program offers the following kinds of regular stipend assistance:

1. First year: First year fellowships are awarded to outstanding entering graduate students. They provide full tuition plus a stipend for living expenses. No teaching service to the Department is required of a student in the first year.
2. Graduate Assistantship: Most graduate students beyond the first year receive a fellowship in the form of a Graduate Assistantship. A Graduate Assistantship requires that the student render services to the Department, usually as a teaching assistant. More details regarding service to the department are described below.
3. Dissertation Year Fellowships: Service-free dissertation fellowships are semester or year-long fellowships given to students who are working on their dissertations. Students at the dissertation stage are given the opportunity to apply competitively for these fellowships.

Students who have already received the equivalent of a Notre Dame-funded dissertation-year fellowship (through opportunities such as the University Presidential fellowships, Kellogg Institute dissertation fellowships, Phillip Moore fellowships, or a prior departmental Dissertation-Year fellowship) are not normally eligible for a departmental dissertation fellowship; however, they are welcome to apply in the event such funds may be available.

In addition to regular stipend support, the department, college, and university are sometimes able to offer other financial opportunities to graduate students:

4. University Teaching Fellowship: The Graduate School and the College of Arts and Letters award a number of University Teaching Fellowships on a competitive basis to students who will be in their sixth year or less of enrollment and who are expected to graduate within 12 months. Students teach one course of their own in the First Year Writing program during one semester, and one course in their own department the other semester, in exchange for tuition support and a fellowship. These fellowships are not earmarked for any particular department.
5. Loescher Fellowships: The department awards Loescher fellowships on a competitive basis to students who then teach two courses (typically one course per semester) as their service to the department. Loescher fellows may also be asked to direct one senior thesis. Students who are ABD and have remaining eligibility for at least one semester of department funding may apply (the Loescher covers a full year of funding even if the student has only one semester of eligibility left).
6. Adjunct Teaching: Through the College of Arts and Letters, the Department sometimes offers adjunct teaching positions for advanced graduate students who no longer qualify for regular stipend support. The pay for adjunct teaching tends to be less than a full-semester stipend. Adjunct positions do not include tuition support.
7. Other university fellowships: Students are strongly encouraged to pursue opportunities for fellowships and other funding with other units on campus (e.g., Kellogg, Nanovic), as well as external fellowship opportunities (see [Funding Gateway](#)).
8. Summer funding: Full or partial summer stipends are not guaranteed, but are available on a competitive basis to students in good academic standing who are eligible for regular departmental funding (see below for specific criteria).

## **B. Funding Decision-Making**

1. Stipend funding decisions are made by the Graduate Admissions Committee for newly admitted students and by the Department faculty as a whole for all other students. The Graduate Admissions Committee, chaired by the Director of Graduate Studies, makes decisions about the Department's recommendations for University fellowship offers to newly admitted students. The Department's faculty as a whole meets toward the end of the spring semester to review recommendations of the DGS regarding the funding of continuing students. The DGS, in consultation with the Graduate Policy Committee, makes recommendations to the Department to continue, change, or discontinue funding based on materials in a student's written file, including evidence of whether or not a student is meeting Ph.D. requirements on schedule.

In awarding assistantships, priority is given to students already at Notre Dame. We will not admit or offer assistantships to incoming students if doing so means not being able to provide academic-year funding for deserving students who are already in the program.

Students are strongly encouraged to apply for outside funding. (See [Funding Gateway](#)). Every semester of funding from outside Notre Dame that a student is awarded *after* enrolling extends his or her eligibility for departmental funding by one semester up to a total of 6 years of funding, as long as other university requirements for funding eligibility (making satisfactory progress, maintaining a 3.0 GPA, continuous enrollment and registration, the 8-year limit, etc.) are met. The university does not provide stipend funding beyond 6 years, although students may secure external funding (including from ND entities not funded by the Graduate School) beyond that time. There can be no absolute guarantees that appropriate funds will be available. However, the department's intention is to manage enrollments so that funding is available for all deserving students for as long they are eligible.

Outside funding that a prospective or admitted student is awarded *before* enrolling at Notre Dame does not extend his or her eligibility for departmental funding. Rather, it is factored into budget projections so that the department can afford to admit a larger number of students and make commitments to them in future years.

The Department will generally not award new funding to students who came into the program without funding. The Graduate School provides no fellowship support beyond the sixth year or tuition support beyond a student's eighth year.

2. Summer funding decisions are made by the Department as a whole, which votes at a meeting after deliberating on the summer funding recommendations made by the DGS in consultation with the GPC. Summer funding is granted on a priority basis to four categories of projects: (a) research and writing conducted by advanced graduate students, especially but not exclusively related to their dissertations; (b) students seeking to acquire special skills not readily available at Notre Dame and necessary for the student's development in the program (primary funding for this category will be defrayed by a special line item in the departmental graduate program budget); (c) students preparing a special scholarly publication or conference paper eventually intended for publication; and (d) students serving in summer research apprenticeships with a faculty member, where the resulting article, chapter or book will be jointly authored by the student (no funds will be allocated to the faculty member).

Students apply competitively for summer funding; summer funding is not guaranteed and the number of applicants has consistently outnumbered the availability of funding. To be eligible, students should be part of the normal funding cohort in the graduate program, i.e., those finishing years one through five (or someone in year six who has had substantial outside funding). Students who already have a significant summer stipend through a special fellowship (e.g., Presidential Fellowships) will not be eligible for stipend funding, but will be considered if they apply for funds for training not available at Notre Dame. Students who

receive outside summer funding after being awarded departmental funding must report this to the Director of Graduate Studies, and may expect a partial reduction of their summer stipend. Within the eligibility guidelines, proposals for summer funding will be evaluated primarily on the basis of the quality of the student's work throughout the program, plus the quality of the proposal. A secondary consideration might be the amount of other sources of summer funding already obtained by the student; the Department might be less disposed to fund someone who has already obtained ample summer funding. Because the amount of summer funding varies greatly from year to year, some flexibility in criteria and evaluation is essential.

3. Summer language courses are usually tuition free. The Graduate School will ordinarily provide the tuition required for Latin and Greek (3 hours). For summer tuition applications for Latin and Greek, see the graduate program administrative assistant.

### C. Part-time Employment

The Graduate School has strict rules disallowing part-time employment (see the [Bulletin of Information](#)). It does, however, allow the departmental Director of Graduate Studies some discretion to deal with hardship cases, following discussion with the student and the student's advisor. The Graduate School, College, and Department have adopted a similar philosophy with regard to dissertation-year fellowships. No student on a dissertation year or semester appointment should be performing part-time work for the duration of the appointment.

If a student feels mitigating circumstances warrant an exception, she or he should discuss the possibility of employment with their adviser and then the Director of Graduate Studies before committing to a part-time job. Mitigating circumstances might include the opportunity to do research related to one's primary field of inquiry on the part-time job, family financial pressure, or other compelling hardship.

International students should be aware that federal laws strictly limit the number of hours of paid employment they may work. Please consult the [Office of International Student Services and Activities \(ISSA\)](#) for more information.

### E. Conference Funding

Only travel where a paper or its equivalent is delivered at a professional conference can be subsidized. Serving as a discussant, roundtable participant, or panel chair does not qualify. Students may request reimbursement for the actual costs of transportation, lodging, and registration fees not to exceed \$600 per year, incurred between July 1st and June 30th. Information about reimbursable expenses may be found on the [Graduate School website](#) and in the university's [Travel, Entertainment, and Business Expense Policies and Procedures document](#). **Reimbursement forms must be submitted to the administrative assistant within 50 days of having been incurred.** After 50 days, the expense will not be reimbursed.

*NOTE:* If the student is eligible under Graduate Student Union guidelines, funding for portions of professional travel may be submitted for GSU funding. Please consult guidelines from the Graduate Student Union. Students are strongly encouraged to pursue other forms of conference funding on campus (e.g., ISLA, Kellogg, and so on) and off (see [Funding Gateway](#) for other conference funding opportunities).

#### **IV. Service to the Department**

##### **A. Teaching Assistants**

Graduate students receiving regular Graduate Assistantships from the department are required to perform service for the department after their first service-free year. Given the Department's strong teaching needs, graduate assistants are usually assigned to assist faculty members in the teaching of undergraduate courses. TA responsibilities should not exceed 17.5 hours a week.

Assignments for teaching and research assistants are determined by the DGS in consultation with the Chair and Director of Undergraduate Studies. The Graduate Director consults students and faculty regarding their preferred assignments and attempts to make assignments that are satisfactory to both. These assignments are made after pre-registration is closed so that we know approximately how many students will be enrolled in different courses. This means that they occur toward the end of any given semester for the following semester.

Teaching assistants are required to attend a training seminar for TAs organized by the Kaneb Center for Teaching and Learning, once, as early as possible in their career. This must be accomplished, at the latest, by the end of their first semester as a TA.

In addition, all students are required, in or before the first year in which they TA, to attend a minimum of two departmental/POGO workshops on teaching. We also encourage continuing students to attend additional workshops. There will normally be 2-4 such workshops per year.

Several units of the University make annual awards recognizing excellent TAs. The DGS solicits nominations from members of the faculty. The DGS, in consultation with the GPC, makes the Department's recommendations.

##### **B. Other Service Opportunities**

In addition to teaching assistantships, there are occasionally other opportunities for service in the department. Examples include the graduate statistical consultant position, assistant to the *Review of Politics* editor, and assistant to the *Comparative Politics* newsletter. These positions are awarded by taking into account student and faculty preferences as with teaching assistant positions. This service should not exceed 17.5 hours a week.

## **B. Teaching Your Own Course**

In rare instances, advanced graduate student fulfill their service responsibilities to the department by teaching their own course, rather than serving as a TA. The DGS, in consultation with the DUS, determines if a student can fulfill his or her service by teaching their own course by considering departmental curricular needs, student progress in the program, and the recommendation of the student's advisor as to the impact of solo teaching on the student's research progress and job market prospects.

## **V. Advising**

Students are encouraged to seek advice from their colleagues and from a wide range of faculty members. Formally, the Director of Graduate Studies acts as the default advisor to all first-year students. However, students are encouraged to find an advisor with expertise in their areas of interest as soon as possible. Beginning in Fall 2008, all incoming students also are assigned a mentor from their first field, who is responsible for advising them and monitoring their progress until they choose a formal advisor in March of their second year.

By March of their second year, students are *required* to choose an advisor, who signs an [Advising Agreement form](#) indicating her or his agreement to assume that responsibility. The student obtains this form from the graduate studies administrative assistant. The primary reason for this requirement is that students need to begin developing a mentoring relationship with at least one faculty member as early as possible. Students may change advisors after this initial choice, but they must inform the Director of Graduate Studies of this change.

The Director of Graduate Studies is available for advice to all students in the program. Field chairs and relevant faculty should always be consulted well in advance of the time when students plan to take a comprehensive exam. Students should seek to build a close working relationship with faculty in their field during their first two years, even before they are required to make a formal choice of advisors.

## **VI. Coursework**

### **A. Incompletes**

A student receives the temporary grade of "I" when, for acceptable reasons, he or she has not completed the requirements for a graduate course within the semester. The student must then complete the course work and receive a grade prior to the beginning of the final examination period of the next semester. This policy is strictly enforced by the Graduate School (see the [Bulletin of Information](#)).

Should the student not complete the course work as required, the “I” remains on the academic record and is computed in the G.P.A. as an “F.” Students whose G.P.A. falls below a 3.0, even for this reason, can be denied funding.

The Department and the Graduate School will review a student who receives more than one “I” in a semester or an “I” in two or more consecutive semesters, to determine his or her eligibility for continued support and enrollment.

## **B. Credit Transfer**

See the Graduate School’s [Bulletin of Information](#) for information on credit transfer policy. Students must petition the DGS to apply specific coursework completed elsewhere to departmental requirements (e.g., courses applied toward the field requirement or the methods requirement). Students should consult with the DGS regarding the application of specific transfer credits to specific Ph.D. requirements.

## **VII. Search Committees**

When the department is engaged in a faculty search, a student from that particular field will serve on the committee. Students on search committees will have access to the same information as the faculty members of the committee. Their opinions regarding who should be interviewed and hired will be of an advisory nature. Student search committee representatives also are responsible for reporting to the committee on graduate student feedback on job candidates after the interviews are completed.

## **VIII. Violations of Academic Integrity**

The instructor should report the case in writing to the Chair. The Chair will appoint a committee to review the case. After a hearing involving the instructor and the student, the committee will make a recommendation. The Chair will inform the student of the committee’s ruling and will specify a time within which the student may appeal. A penalty against a graduate student must be approved by the Graduate School.

A student who has had recourse to the departmental grievance procedure may appeal to the Graduate School. See the Graduate School policy regarding academic integrity in the [Bulletin of Information](#).

## **IX. Grievance Procedures**

Students who wish to file a formal grievance on academic matters should begin the process by contacting the Director of Graduate Studies, the Chair, or their advisor. These three individuals or some subset thereof will designate a committee of three to five faculty members to evaluate the grievance. A student may appeal the decision of the departmental committee to the Graduate School (see the Graduate [Bulletin of Information](#) for details on the grievance procedure).

## **X. Interruptions of Progress to Degree**

### **A. Medical Separation from Academic Duties (includes Maternity Leave)**

The Graduate School has a policy on Medical Separation from Academic Duties for students who experience a “serious medical condition,” including childbirth. Please see the Graduate [Bulletin of Information](#) for full details. You are encouraged to consult with the DGS regarding any adjustments of degree deadlines that may be necessary.

### **B. Leave of Absence**

Students should consult with their advisor before submitting a request to the Director of Graduate Studies to take a leave of absence. Consult the Graduate [Bulletin of Information](#) for details regarding Leave of Absence before submitting the request to the DGS. This request should include semester(s) of leave, reason, and plans for further academic progress.

## **XI. Political Science Graduate Organization (PoGO)**

The Political Science Graduate Organization has four main purposes:

- A. To foster and develop activities, meetings, and workshops designed to increase professionalism of Political Science graduate students.
- B. To serve as a social organization for Political Science graduate students;
- C. To increase communication between graduate students and faculty;
- D. To represent the views of graduate students to the Department.

Officers are elected on an annual basis for a one- year term, and meetings are announced to all students. See [PoGO](#) for more details.

## **XII. Placement**

Students are strongly encouraged to work closely with the Placement Director, as well as their dissertation committee and other faculty advisors, in preparing to apply and interview for academic positions. Students planning to go on the job market should begin to prepare themselves by enrolling in “The Academic Career,” a graduate seminar designed specifically for this purpose. Students are encouraged to take this course after most of their substantive coursework is complete but as early as possible (perhaps the third or fourth year), and no later than the Spring before they intend to be on the academic job market. This course will help students prepare materials—including a curriculum vitae, dissertation abstract, letters of recommendation, and a teaching portfolio—to send out to prospective employers.

In the late summer or early fall of the year in which a student enters the job market, students should provide the Office of Graduate Studies with a paragraph description of themselves along with a current CV to be posted on the department’s website. They should also arrange to have their letters of recommendation and other materials uploaded and sent out through an internet service like Interfolio. Job applicants should be aware that at present Interfolio sends materials out to prospective employers on paper via the U.S. Postal Service. Applicants should allow at least 10 days, therefore, between a request to have their materials sent out and the arrival of those materials.

Finding Out about Job Openings. “eJobs” is APSA’s year-round online source for information about jobs. It is free to APSA members. The Chair and the Director of Graduate Studies often receive announcements about positions; such announcements are posted in a notebook in the departmental office and sent by email to the graduate student listserv. The *Chronicle of Higher Education* lists some positions that are not posted in eJobs.